

ADMINISTRATIVE - INTERNAL USE ONLY

DEPT. OF STATE

FILE

DDA 85-0835

7 MAR 1985

MEMORANDUM FOR: Chief, Special Security Center, OS

FROM: James H. McDonald  
Associate Deputy Director for Administration

SUBJECT: Directorate of Administration Control Officer

STAT In an effort to assist you in keeping your records up to date, this is to advise you that  Executive Officer to the DDA, should be listed as the Directorate TCO, SCO, and CCO. Requests for clearances and debriefing statements for personnel of the Office of the DDA will be initiated by his representative.

STAT

James H. McDonald

ORIG:EO/DDA:be 7 MAR 1985

Distribution:

- 0 - Adse
- 1 - JHM Chrono
- 1 - DDA Subj
- 1 - DDA Chrono
- 1 - EO Chrono

ADMINISTRATIVE - INTERNAL USE ONLY